



# COMMAND RECORDS OPERATIONAL SUPPORT SITE (CROSS) END USER GUIDE

Version 3.4

09/08/2020

Prepared by:



**HARTWOOD**  
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## Abstract

This document describes the process required for Command Designated Records Managers (CDRMs) and other users to navigate features and functionality of the Command Records Operational Support Site (CROSS). Functionality of the site aligns with records management requirements for a Records Management Program and the Inspectors General Checklist Records Management 5210. This site is in continual development and welcomes the engagement from users to make improvements and to incorporate more user-friendly features.

This guide has been updated to incorporate the latest version of changes/updates to CROSS. For a complete list of system updates, please select **“view current release notes”** found on CROSS (top left ribbon).

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## Version History

Version	Date	Changes	Made By
1.0	07/31/2019	Initial Draft	Vicktoria Holifield
1.1	8/21/2019	Design and Informational Changes	Dela Ashe
1.2	10/11/2019	Updates to MCEITS Instructions	Dela Ashe
2.0	10/25/2019	Update to site Name/site URL; screen shots and added new content	Dela Ashe
3.0	11/13/2019	Update to Title page; added new content and screenshots of functionality from Sprint 6; deleted MCEITS instructions and Registration instructions	Dela Ashe
3.1	12/06/2019	Added Org Structure Authentication, records schedule details, CDRM auto- populate for RM Staff, Automated SSIC search/Bucket Schedule Crosswalk, added logo and other content	Dela Ashe
3.2	03/09/2020	Update to content, graphics and Bucket Schedule Directory functionality	Dela Ashe
3.3	07/06/2020	Update to CROSS URL, format, TOC, added RM Support page	Dela Ashe
3.4	09/08/2020	Change in format, reorganized headings, edits to content, removed NJDA references	Dela Ashe
3.5			
4.0			

## **IMPORTANT NOTICE**

All user interaction should be performed using the CROSS interface/CDRM and Staff Section Homepages, instead of any system pages, such as 'All Site Content.' If you find yourself in any system pages, **do not update** any information directly through the native list update forms, and return back to the CROSS homepage immediately (<https://eis.usmc.mil/sites/cross>). **Do not, under any circumstance, navigate around the site content**, as those are intended strictly for ARDB internal use. Weekly audits will be conducted to check for inadvertent modifications to CROSS application data in order to maintain the necessary data integrity for the application to run as intended.

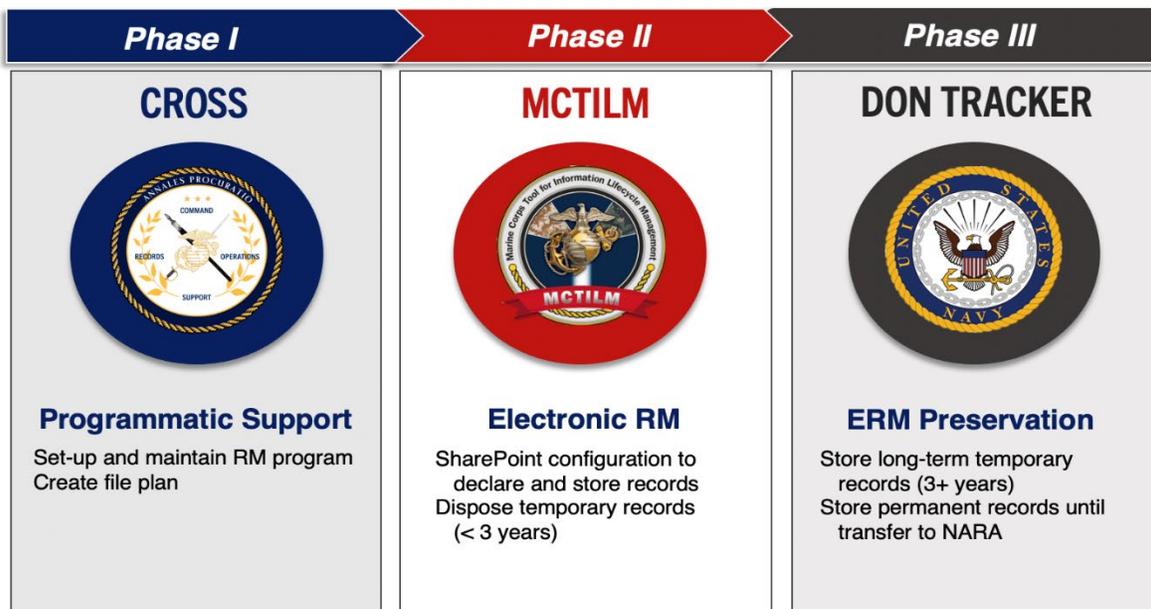
**THIS SITE IS NOT USED TO COLLECT, MANAGE AND STORE RECORDS.**

**MCTILM and DON TRACKER are current authorized systems, utilized for managing records electronically.**

## 1.0 PURPOSE AND SCOPE

This guide is intended to direct Command Designated Records Managers (CDRMs) and Staff Section Records Managers (RMs) through the initial phase of migration to electronic records management (ERM). The Office of Management and Budget (OMB) Memorandum 19-21 mandates that **all federal records must be created, retained and managed in electronic formats, with appropriate metadata and consistent with records management laws and regulations by 31 December 2022.** The Command Records Operational Support Site (CROSS) is a tool utilized in a three-phased approach, to Marine Corps ERM compliance. **This process guide will focus on the functionality of CROSS and the roles/responsibilities of CDRMs and Staff Section RMs. It will demonstrate how CROSS is utilized in order to meet the policy requirements of MCO 5210.11F, to create/maintain a records management program and to categorize records.**

### CDRM Program Support Systems



## 2.0. OVERVIEW

The Command Records Operational Support Site (CROSS) is a SharePoint tool designed to aide Command Designated Records Managers (CDRMs) in the creation and management a USMC Records Management (RM) Program. CROSS is a command focused, action-oriented site based on the roles of a CDRM and Staff Section Records Managers. CROSS is a “one stop shop” for RM knowledge management, tools and resources. It is designed to replace the traditional turnover binder and to automate 5210 IG Functional Area Checklist. CROSS aligns with MCO 5210.11F policy requirements and serves as a means of identifying all USMC records while giving both HQMC ARDB and the IGMC purview over command progress to electronic records management.

The functionality of CROSS interactively streamlines RM processes and knowledge for its users. Functionality enables organizations to quickly determine the state of their RM programs, to oversee command sections/areas of responsibility (AOR) below and within the chain of command. CDRMs and Staff Section RMs can measure Inspector General (IG) Inspection Checklist requirements in order to determine what actions are needed to maintain compliance.

CROSS allows users to identify/track CAPSTONE Officials, annual training requirements, Standard Operating Procedures (SOPs) and to list an Essential Records Inventory. Electronic file plans are created utilizing the CROSSWALK of records from Standard Subject Identification Code (SSICs) to the Department of the Navy (DON) Bucket Schedules. CROSS compiles the organization file plan by cataloging all records created within each area of responsibility, enabling file plan export to other electronic RM systems such as the Marine Corps Tool for Information Lifecycle Management (MCTILM) and the DON Tasking, Records and Consolidated Knowledge Enterprise Repository (DON TRACKER).

Other features of CROSS provide users access to RM templates, resources and materials found in the Search CROSS Articles and Documents menu. Users have access to Frequently Asked Questions (FAQ) and the RM Policy Matrix for additional guidance and support. CROSS provides the capability for users to interact and communicate with all registered personnel within their organizational structure and HQMC ARDB Contract Personnel for general RM assistance/Help Desk support.

### 3.0. COMMANDER/AGENCY HEAD ROLES AND RESPONSIBILITIES

All Commanders/Agency Heads/Directorates own the RM Program for their organization and by direction of MCO 5210.11F, must appoint a CDRM to establish and maintain an RM Program. Through the registration process, **Agency Heads and Commanders are required to have a MCEITS account in order to autogenerate and electronically sign the appointment letter for CDRMs.**

#### 3.1 CDRM Appointment Letter

- The appointment of a CDRM should be reviewed annually or upon change of command
- When a CDRM leaves the organization, a new CDRM should be appointed within 30 days of departure of the old CDRM by following the registration process in the **“USMC RM MCEITS Account Request Guide”** and the **“CROSS End User Registration Guide”**

**UNITED STATES MARINE CORPS**

IN REPLY REFER TO:  
5210  
A/SJ  
8/21/2019

From: Commanding Officer, MCEAST - MARINE CORPS INSTALLATIONS EAST  
To: Froemming CIV Timmy L  
Subj: APPOINTMENT as Primary Unit CDRM  
Ref: (a) MCO 5210.11F  
(b) SECNAV M-5210.1

1. Per the references, you are appointed as the Primary Unit CDRM (CDRM). You are directed to become familiar with the references and all other pertinent/applicable directives or instructions.

2. Duties include but are not limited to:  
a. Oversee and implement respective records management programs throughout the command, (i.e., ensure records are properly managed in all staff sections).  
b. Oversee and implement a vital records program.  
c. Implement policy to ensure protection of organizational records in compliance with legal and statutory requirements.  
d. Ensure all personnel (military, civilian [union and non-union], and contractor support) annually receive records management training (i.e., Record's Management Every Marine's Responsibility, available on MarineNet and TWMS).  
e. Ensure appropriate and sufficient network and repository resources are available to execute records management processes in accordance with this Order.  
f. Promote timely transfer of records as outlined in chapter 3 of reference (a).  
g. Ensure organization records management practices comply with the Inspector General of the Marine Corps (IGMC) Functional Area Checklist 5210.  
h. Ensure the maximum use of electronic filing methods vice paper filing, when possible, (i.e., implementation of MCTILM).  
i. Maintain a command turnover for this program.

3. Points of Contact  
(1) Name: Froemming CIV Timmy L  
(2) Grade:  
(3) Phone: 910-451-3032  
(4) Email: timmy.froemming@usmc.mil

4. This letter supersedes all previous correspondence regarding this appointment, which ever is sooner.

**Appointment Letter Template**

Commander  
*Alford Major Julian*

**NOTE:** Once the CDRM is approved by the CO/Agency Head or Directorate, the IG Self Inspection Checklist tab within CROSS, will automatically mark Section 101 as **“Compliant”**.

### 4.0. CDRM ROLES AND RESPONSIBILITIES

CDRMs create and manage the organization RM Program and utilize the functionality of CROSS to provide oversight of all programmatic aspects.

- CDRMs generate Standard Operating Procedures (SOP) to standardize record keeping practices and to provide direction to Records Managers (RMs)
- Tracks annual training requirements
- Tracks CAPSTONE Officials (where applicable)
- Conducts internal audits/inspections in order to maintain compliance
- Serves as the liaison for RM information, tools and resources from HQMC ARDB
- Create/maintain an Essential Records Program

The CDRM Homepage is the landing page for registered RM Personnel.

There are **“clickable”** links on the Homepage that open other functionalities for **CDRM REQUIRED ACTIONS** or for **CDRM REVIEW**, once selected:

1. Complete/Update the Organizational Structure
2. Designate RM Personnel as Staff Section RMs for each subsection
3. Autogenerate/ Update Appointment Letter, **“Click to generate”**
4. Complete Organizational Info tab components
5. Use IG Self-Checklist to prepare for inspections
6. Review Command File Plan
7. Complete an Essential Records Inventory and **“Upload to Miscellaneous Docs”**

The screenshot displays the Command Records Operational Support Site interface. The main content area shows a table titled "Subsections List" with columns for Unit, RM, Status, Location, and Appl Letter. A red circle '1' highlights the table header. A red circle '2' highlights a row where an RM is assigned to a subsection. A red circle '3' highlights a link in the "Appl Letter" column. On the right side, the "Organization Information" form is visible, with red circles '4', '5', and '6' highlighting the "Organizational Info", "IG Self-Checklist", and "CMD/Doc File Plan" tabs respectively. A red circle '7' highlights the "Miscellaneous" section at the bottom of the form, which includes an "Upload File" button.

## 4.1. COMMAND/ORGANIZATIONAL HIERARCHY

CROSS provides a starting hierarchy for each organization, derived from the organization structure in DON TRACKER. CDRMs can utilize the current structure or customize their program hierarchy based on the areas of responsibility designated across each Command/Organization. CROSS only allows CDRMs the ability to see two levels down due to system performance. However, if other levels exist, CDRMs can contact HQMC ARDB/ Hartwood Consulting Group Contract Support via e-mail at [smb\\_hqmc\\_rmoutreach@usmc.mil](mailto:smb_hqmc_rmoutreach@usmc.mil) or through **CROSS Contacts feature** to determine how best to complete your organization structure.

+ MCIPAC_MCSAF_S-1 (MANPOWER, PERSONNEL & ADMINISTRATION)			There are no RMs listed for this unit
+ MCIPAC_MCSAF (MARINE CORPS AIR STATION FUTENMA)	<input type="checkbox"/>	Alternate Unit CDRM: Matthews CIV Chikako	Approved Okinawa, Japan 2019-08-19
+ ASI (MARINE CORPS AIR STATION IWAKUNI)	<input type="checkbox"/>	Primary Unit CDRM: Kelly 2ndLt Sean P	Approved Marine Corps Air Station Iwakuni, Japan 2019-09-09
+ MCBH (MCB HAWAII COMMAND DECK)	<input type="checkbox"/>	Alternate Unit CDRM: Sprung Civ Alfred	Approved Marine Corps Base Hawaii, HI 2019-05-23
+ MCIPAC_MCCS (MARINE CORPS COMMUNITY SERVICES)			There are no RMs listed for this unit
+ MCIPAC_G-3 (OPERATIONS AND TRAINING)			There are no RMs listed for this unit
+ MCIPAC_PACO (PACIFIC AREA COUNSEL OFFICE)			There are no RMs listed for this unit
+ MCIPAC_COMMSTRAT (MCIPAC COMMUNICATION STRATEGY AND OPERATIONS)			There are no RMs listed for this unit
+ MCIPAC_RCO (REGIONAL CONTRACTING OFFICE)	<input type="checkbox"/>	Staff Section Records Manager: Pasindo-Rubio 1stLt Zully	Approved Okinawa, Japan 2019-09-25
+ MCIPAC_RELMIN (RELIGIOUS MINISTRIES DEPARTMENT)			
+ MCIPAC_SAFETY (SAFETY)	<input type="checkbox"/>	Staff Section Records Manager: Omi CIV Sara	Approved Okinawa, Japan 2019-10-23
+ MCIPAC_SAPR (SEXUAL ASSAULT PREVENTION & RESPONSE)			There are no RMs listed for this unit
+ MCIPAC_SJA (STAFF JUDGE ADVOCATE)			There are no RMs listed for this unit
+ MCIPAC_H&HSMCSAF (HEADQUARTERS & HEADQUARTERS SQUADRON MCAS FUTENMA)	<input type="checkbox"/>	Primary Unit CDRM: Southworth 1stLt Steven M	Approved Okinawa, Japan 2019-08-09

### CDRM REQUIRED ACTION(S):

- Select the “+” sign next to the unit/section name to view additional organizational levels.
- Review and verify the Command/ Organization hierarchy
- Contact HQMC ARDB Contract Support to make changes, i.e. to delete personnel, add sections, change nomenclature through the Organizational Tab (see page 22)

#### 4.1.1. ORGANIZATIONAL STRUCTURE

Following verification of the organization hierarchy, CDRMs can change their organization structure (add and/or delete Subsections) through the Organization/Information interface.

For the question: **Is the organizational structure in the subsection list correct?**

- Select “Yes” if the Organization Hierarchy is correct
- Select “NO,” to initiate changes
- Select “Add Org Hierarchy file” and upload a PDF, or Excel Spreadsheet with the correct organizational structure
- Select “Upload”

**NOTE: Uploading a document with changes automatically sends an email prompt to HQMC ARDB/Hartwood Consulting Group Outreach Support to make corrections.**

The screenshot displays the 'Organization Information' page for 'MCIEAST - MARINE CORPS INSTALLATIONS EAST'. On the left, a 'SubSections List' is visible. A dialog box titled 'Upload Org Hierarchy' is open in the center, showing a file selection interface with a red circle around the 'Upload' button. On the right, the 'Organization Information' page has a dropdown menu for the question 'Is the organizational structure in the subsection list correct?' with a red arrow pointing to the 'No' option. Below this, there is a section for 'Upload Correct Org Structure (.xlsx or .docx preferred)' with a 'Save ERM Utilization' button and an 'Add Org Hier/Inhy File' button.

## 4.2. DESIGNATE PROGRAM SUPPORT PERSONNEL

CDRMs identify and assign Staff Section RM personnel across Command/organization to be the designated point of contact (POC) for records management within their respective sections. These personnel are essential to communicating RM policy and procedures to all other personnel (Active Duty, Civilians, Contractors) in their assigned area.

Each RM Program should have the following key roles assigned.

- Primary CDRM
- Alternate CDRM
- Staff Sectional Records Manager
- MCTILM Administrator or Site Collection Administrator (SCA)

CROSS provides CDRMs the capability to create an electronic roster of RM Personnel

+ MCIPAC_MCASF_S-1 (MANPOWER, PERSONNEL & ADMINISTRATION)			There are no RMs listed for this unit		
+ MCIPAC_MCASF (MARINE CORPS AIR STATION FUTENMA)	<input type="checkbox"/>	Alternate Unit CDRM: Matthews CIV Chikako	Approved	Okinawa, Japan	2019-08-19
+ MCASI (MARINE CORPS AIR STATION IWAKUNI)	<input type="checkbox"/>	Primary Unit CDRM: Kelly 2ndLt Sean P	Approved	Marine Corps Air Station Iwakuni, Japan	2019-09-09
+ MCBH (MCB HAWAII COMMAND DECK)	<input type="checkbox"/>	Alternate Unit CDRM: Sprung Civ Alfred	Approved	Marine Corps Base Hawaii, HI	2019-05-23
+ MCIPAC_MCCS (MARINE CORPS COMMUNITY SERVICES)			There are no RMs listed for this unit		
+ MCIPAC_G-3 (OPERATIONS AND TRAINING)			There are no RMs listed for this unit		
+ MCIPAC_PACO (PACIFIC AREA COUNSEL OFFICE)			There are no RMs listed for this unit		
+ MCIPAC_COMMSTRAT (MCIPAC COMMUNICATION STRATEGY AND OPERATIONS)			There are no RMs listed for this unit		
+ MCIPAC_RCO (REGIONAL CONTRACTING OFFICE)	<input type="checkbox"/>	Staff Section Records Manager: Pasindo-Rubio 1stLt Zully	Approved	Okinawa, Japan	2019-09-25
+ MCIPAC_RELMIN (RELIGIOUS MINISTRIES DEPARTMENT)					
+ MCIPAC_SAFETY (SAFETY)	<input type="checkbox"/>	Staff Section Records Manager: Omi CIV Sara	Approved	Okinawa, Japan	2019-10-23
+ MCIPAC_SAPR (SEXUAL ASSAULT PREVENTION & RESPONSE)			There are no RMs listed for this unit		
+ MCIPAC_SJA (STAFF JUDGE ADVOCATE)			There are no RMs listed for this unit		
+ MCIPAC_H&HSMCASF (HEADQUARTERS & HEADQUARTERS SQUADRON MCAS FUTENMA)	<input type="checkbox"/>	Primary Unit CDRM: Southworth 1stLt Steven M	Approved	Okinawa, Japan	2019-08-09

### CDRM REQUIRED ACTIONS:

- Identify and assign RM personnel to the role of Staff Section Records Manager within their area of responsibility
- Ensure personnel are registered to their corresponding subsection (i.e., G-shops, SJA, HQMC sections, etc.). Each person must have a MCEITS account in order to access the site. Reference the **USMC RM MCEITS Registration Guide** and the **CROSS End User Registration Guide**.
- Contact HQMC ARDB Contract Support Personnel for corrections or to delete personnel who may have changed duty stations.

**NOTE:** When 100% of Staff Section RMs have been assigned/registered to their respective subsections, Section 104 on IG Self Checklist tab will automatically be marked **“Compliant”**. When 51%-99% are registered, a **“Discrepancy”** will show and a **“Finding”** will appear when 50% or less are registered.

RMs	Status	Location	Appt Letter
Primary Unit CDRM: Froemming CIV Timmy L	Approved	Marine Corps Base Camp Lejeune, NC	2019-08-21
Primary Unit CDRM: DESIR SSGT RODELYNE	Approved	Marine Corps Base Camp Lejeune, NC	2019-10-25
Primary Unit CDRM: Bastien Ctr Talia	Approved	Pentagon (Other NCR), Washington, D.C.	2019-12-11
Primary Unit CDRM: Ashe CTR DeLa L	Approved	Pentagon (Other NCR), Washington, D.C.	2020-02-18
Alternate Unit CDRM: Marquez MSgt Carlos	Approved	Marine Corps Base Camp Lejeune, NC	2019-08-21
Alternate Unit CDRM: Santos CIV Christina M	Approved	Marine Corps Base Camp Lejeune, NC	2019-08-21
Staff Section Records Manager: Jackson CIV Pamela G	Approved	Marine Corps Base Camp Lejeune, NC	2019-12-11

**CDRM LIST**

If Staff Section RMs show in the CDRM List, they have registered to the wrong unit

SubSections List	Unit	ALL RMs	Status	Location	Appt Letter
+ ALL	MCEAST_CHAP (CHAPLAIN)	Staff Section Records Manager: Lagana CIV Corey L	Approved	Marine Corps Base Camp Lejeune, NC	2019-12-19
+ MCEAST_CIG (COMMAND INSPECT)	Fileplan Created: Yes				There are no RMs listed for this unit
+ MCEAST_G-6 (COMMUNICATIONS)	Fileplan Created: Yes				There are no RMs listed for this unit
+ MCEAST_G-8 (COMPTROLLER)	Fileplan Created: Yes	Staff Section Records Manager: Schilling CIV Lisa A	Approved	Marine Corps Base Camp Lejeune, NC	2020-02-05
+ MCEAST_EEO (EQUAL EMPLOMENT OPPORTUNITY BRANCH)	Fileplan Created: No	Staff Section Records Manager: Dean CIV Darcy D	Approved	Marine Corps Base Camp Lejeune, NC	2020-01-22

**STAFF SECTION RM LIST**

#### 4.2.1. STAFF SECTION RM APPOINTMENT LETTER

CDRMs are appointed by Commanders/Agency Heads/Directorates at registration. Staff Section RMs are not required to be appointed. However, to assign personnel to organization subsections, CROSS autogenerated appointment letters for Staff Section RMs during the registration process as well.

- CDRMs assign and approve Staff Section RM registrations (see the **“CROSS End User Registration Guide”**).
- The homepage displays the Appointment letter date for each personnel
- Select the **appointment letter date** to display the appointment letter template (see page 7)

Appointment letters expire and should be updated annually. The date listed under the Appointment Letter tab will show **RED** if the Appointment letter is outdated by more than one (1) year and **GREEN** if the Appointment Letters are current within one (1) year from the date of upload/creation.

Approved	Marine Corps Air NC			Update
Approved	Marine Corps Air NC			Update
Approved	Marine Corps Air NC			Update
Approved	Marine Corps Base Camp Lejeune, NC	2017-01-19		Update
Approved	Marine Corps Base Camp Lejeune, NC	2017-01-19		Update
Approved	Marine Corps Air Station New River, NC	2016-09-13		Update
Approved	Marine Corps Base Camp Lejeune, NC	2017-06-19		Update

**To bring your Appointment letter to current, Select the UPDATE tab.**

## 5.0. ORGANIZATIONAL INFORMATION

The Organizational Info tab identifies important information unique to the Command/Organization and enables users to meet programmatic requirements by uploading documents to libraries. CDRMs can easily access and track the most recent information, regardless of personnel turnover.

### CDRM REQUIRED ACTIONS

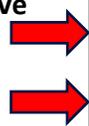
- Select ERM
- Verify/Upload Org Structure
- Identify/Update Commander info
- Add Capstone Billet
- Upload Training Docs
- Upload SOP
- Add Audit Docs
- Add Essential Records Inventory

**NOTE:** By selecting each "HEADING", an explanation of that feature will show.

### 5.1. ELECTRONIC RECORDS MANAGEMENT SELECTION

All records must be maintained in an electronic format by December 31, 2022. To determine how records are currently managed, organizations should specify the types of ERM used by the organization.

- Select the types of ERM currently utilized by the organization.
- If **Other** is selected, be sure to specify the type in the box provided.  
**For example: external hard drive**
- **SAVE** your ERM Selections



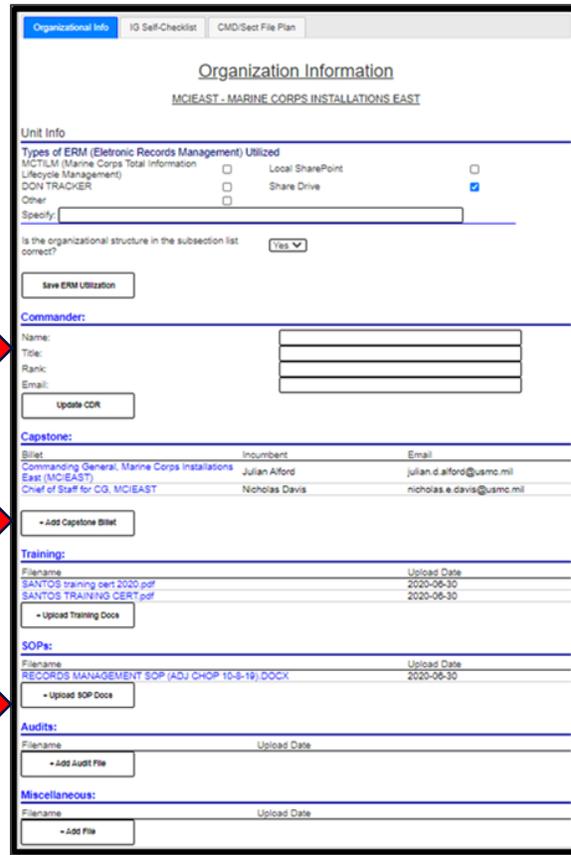
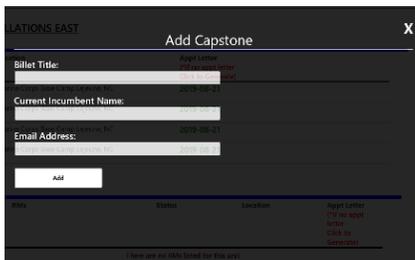
## 5.2. COMMANDER INFORMATION

Commanders own the RM program for their Organization.

- Select the “**UPDATE CDR**” button to Add Commander information.

## 5.3. CAPSTONE BILLETS

- The **Add Capstone Billet** tab enables CDRMs to designate and upload their Capstone Official information for applicable Commands only.



Billet	Incumbent	Email
Commanding General, Marine Corps Installations East (MCEAST)	Julian Alford	julian.d.alford@usmc.mil
Chief of Staff for CO, MCEAST	Nicholas Davis	nicholas.e.davis@usmc.mil

- Fill in the required information and select the “**Add**” button.

**NOTE:** For applicable Commands, known Commander Information and Capstone billets have been added/pre-populated (as shown in blue). CDRMs continue to have edit capability to those fields and should update Commander information/other CAPSTONE billets as changes occur.

## CDRM REQUIRED ACTIONS FOR DOCUMENT LIBRARIES (updated annually)

**5.4 TRACK ANNUAL RM TRAINING REQUIREMENT.** Access computer based training available on the Total Workforce Management Site (TWMS), title, RECORDS MANAGEMENT IN THE DON: EVERYONE’S RESPONSIBILITY. Upload annual training roster demonstrating organization completion.

**5.5 COMPLETE/UPDATE the Organization Standard Operating Procedure (SOP).** Use the Template under CROSS Articles and Document. Upload to CROSS.

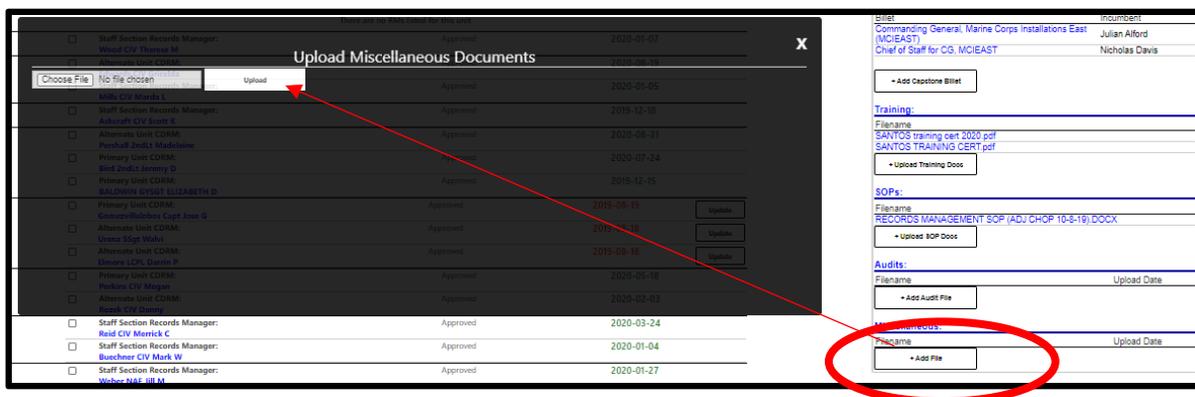
**5.6 CONDUCT INTERNAL AUDITS/self-inspections** of RM Program

## 5.7 ESSENTIAL RECORDS

When an emergency, natural disaster, or the reconstitution of an organization occurs, in order to meet operational responsibilities, records should be designated as ESSENTIAL. Essential records protect the legal and financial rights of the government and its citizens and are generally categorized according to the record type; **emergency operating record or legal and financial records**. It is the critical value of the record, both during and after an emergency, that makes it ESSENTIAL. **Reference Essential Records Training material found on CROSS.**

### CDRM REQUIRED ACTIONS

- In keeping with Sub Section 403 of the 5210 Checklist, **IDENTIFY all Essential Records of the Organization.**
- **CREATE A SEPARATE INVENTORY LIST annotating the LOCATION.** Include any systems that hold records (i.e. MCTILM, DON TRACKER, DFAS, DTS, etc.). Be sure to **NOTE and LIST THEIR DISPOSITION.**
- **Upload the Excel document or PDF to the CROSS MISC Docs tab.**



- In accordance with Sub Section 404 of the 5210 Checklist, **INVENTORY THE ESSENTIAL RECORD(S) ANNUALLY** to determine if it continues to meet operational responsibility.

**See Search CROSS Related Articles and Documents page 21 for reference documents and templates**

## 5.8 MISCELLANEOUS DOCUMENTS

CDRMs can utilize this tab to compile organizational documents required as part of the Records Management Program, such as:

- CO Authorization Form – used in order to prepare for MCTILM implementation
- Essential Records Inventory

## 6.0 IG SELF CHECKLIST

The IG Checklist tab provides organizations the ability to track the compliance of itemized requirements for passing the records management portion of the 5210 Program Checklist.

- Selecting the item number (101, 102..., will display a description of the checklist question



“Filter by Subsection” of the Checklist and drop down to the Subsection you want to isolate.



- Automated “compliant” when requirements are met and recorded in CROSS. All items will show a red “Finding” or yellow “Discrepancy” when not in compliance or moderately compliant

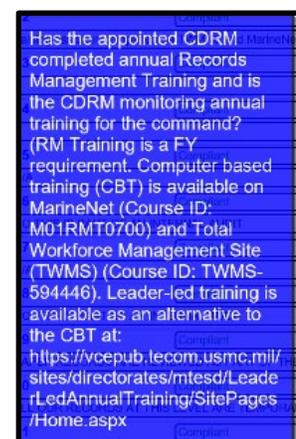
Provide self-recorded for each item not automated

- Once you are satisfied with your input, “Select Ok” to save all changes to the checklist



This list identifies other IG Self Checklist Questions that have been automated:

- Checklist Item 102 - marked “Compliant” when training documents are uploaded. For example: Checklist Item 102 requires annual RM training. Once this information has been uploaded into Training Documents under the Organizational Tab, Checklist Item 102 will pre-populate “Compliant”.
- Checklist Item 103 – “Compliant” when a Standard Operating Procedure (SOP) has been uploaded.



## 7.0 COMMAND/ORGANIZATION FILE PLAN

All Commands/Organizations are required to complete a file plan that annotates all the records created within their organization, utilizing Bucket Schedules (formerly SSICs). **Command file plan data will be exported to Phase II, the Marine Corps Tool for Information Lifecycle Management (MCTILM).**

### CDRMs oversee the Command/Organization file plan

- The CMD/Sect File Plan tab contains itemized Record (Bucket) Schedule numbers. **Ex. 1000-1, 1000-2, etc.**
- File plans list all the subordinate Units/ subsections that are using those Record schedules. **For example: MFK Units G-1, and G-4 have records under the 1000-1 and 1000-2 record schedules.**
- Lists data are “rolled up” from the subsection file plan to create the organization file plan, indicating record **format**, **location** and policy **exclusions** from that subsection of why the paper record cannot migrate to an electronic format

Information that documents the career of each officer and enlisted member of the Navy and Marine Corps from time of entry into the service until final separation from the service. During service these records are used to manage the member's assignments, duties, training, advancement, and type of separation. After completion of service, they are used primarily to protect the legal and financial rights of veterans, their families and survivors, and the U.S. Government.

Schedule #	Title	Itemized by SubOrg
<input checked="" type="checkbox"/> 1000-1	Policy, Strategy, and Planning	SSIC
-- 3427: MARINE FORCES KOREA_G-1 ADMINISTRATION Format: Electronic Location: shared drive Comments/Exclusions:		
-- 3430: MARINE FORCES KOREA_G-3/5/7 OPERATIONS Format: Electronic Location: shared drives Comments/Exclusions:		
-- 3431: MARINE FORCES KOREA_G-4 LOGISTICS Format: Electronic Location: Shared drives Comments/Exclusions:		
<input checked="" type="checkbox"/> 1000-2	Official Military Personnel File (OMPF):	SSIC
-- 3427: MARINE FORCES KOREA_G-1 ADMINISTRATION Format: Built Location: DPRIS and NPRC Comments/Exclusions: After 1999 in DPRIS. Before 1999, at the NPRC St Louis in paper format		
-- 3431: MARINE FORCES KOREA_G-4 LOGISTICS Format: Location: Comments/Exclusions: Test		
<input checked="" type="checkbox"/> 1000-3	Military Personnel Information Systems Master Files:	SSIC
<input checked="" type="checkbox"/> 1000-4	Personnel Accounting (Permanent):	SSIC
<input checked="" type="checkbox"/> 1000-5	Awards Program:	SSIC
-- 3427: MARINE FORCES KOREA_G-1 ADMINISTRATION Format: Electronic Location: IAPS Comments/Exclusions: SOR		
<input checked="" type="checkbox"/> 1000-6	Casualty Records:	SSIC
-- 3427: MARINE FORCES KOREA_G-1 ADMINISTRATION Format: Paper Location: File Cabinet in room 252B Comments/Exclusions: Command lacks equipment to convert to electronic format		
-- 3431: MARINE FORCES KOREA_G-4 LOGISTICS Format: Location: Comments/Exclusions:		

- You may click on the **Record Schedule #** to view the **Bucket Schedule Description**

**For Ex. 1000-2 Record Schedule Description**

- Select the **Title** to view the **Record Disposition** (permanent vs temporary / cutoff period).

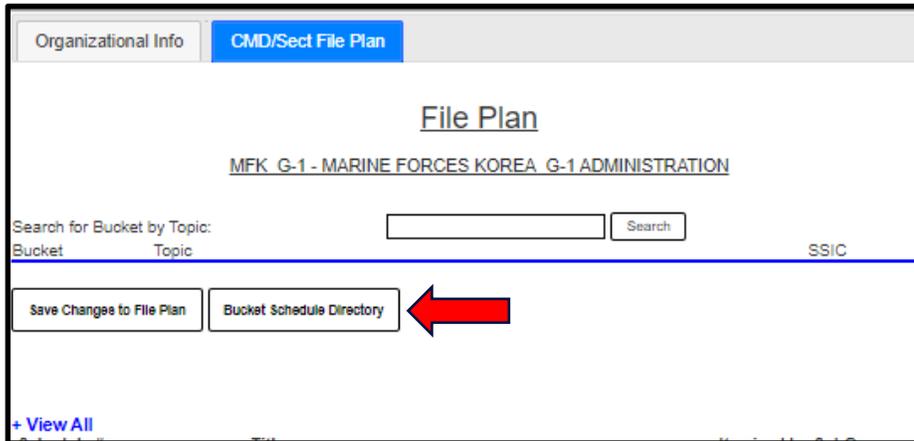
**For ex. Title for 1000-2 Record Disposition**

PERMANENT: Cutoff upon separation of service member. Transfer to the National Archives 62 years after cutoff.

## 7.1 BUCKET SCHEDULE DIRECTORY

Tailors a search/view of records by schedule across USMC organizations, who have selected a particular record schedule on their file plan (ex. FOIA requests).

### ■ Access under the CMD/Sect File Plan tab



### ■ Example #1: A FOIA request is received for all organizations developing training courses and publications.

The screenshot shows the 'Bucket Schedule Directory' search results for 'training'. The search bar at the top contains the text 'training'. The results table has columns for 'Bucket', 'Description', 'Unit', 'Stored Format', 'Record Location', and 'Comments'. The first row is highlighted in blue. A red circle highlights the search bar, and a red arrow points to the search results table. A yellow box contains the following steps:

1. Determine search criteria (such as Training)
2. Select the Record Schedule (1000-22) to view all commands/organizations with records under that schedule
3. Data will include UNIT, FORMAT, LOCATION, COMMENTS

## 8.0 STAFF SECTION RECORDS MANAGER ROLES AND RESPONSIBILITIES

Staff Section RMs are designated to assist CDRMs as the point of contact (POC) for their subsection and for the execution of records management duties in his/her respective section (see Designate Program Support Personnel page 10).

### STAFF SECTION RM REQUIRED ACTIONS

- **CATEGORIZE RECORDS** in their respective sections/offices by **type of record** (temporary or permanent) and by the **DON Record Schedule**

**RECALL:** DON Record Schedules are used in place of Standard Subject Identification Codes (SSICs) to manage the disposition date affiliated with the record. The disposition date determines when the record will be destroyed (temporary records) or transferred to NARA for permanent preservation/ retirement (permanent records). **Reference training material for USMC, “Records Management Everyone’s Responsibility”, found on CROSS, using the Search CROSS Articles and Documents feature.**

- **“CROSSWALK”/convert records from use of SSIC codes to DON Bucket Schedules using the Automated Crosswalk functionality.**
- **CREATE A SUBSECTION FILE PLAN.** File plans are the starting point for the organization’s records that provide a roadmap to **WHO** created the record (command/subsection, office, etc.), **WHAT** type of record (temporary/permanent), **WHERE** the record is located (file cabinet, Share Drive, SharePoint, MCTILM, etc.) and **WHEN** the record will be disposed (i.e. cutoff at 10 years and transfer to NARA).
- **UPDATE** the appointment letter annually
- **COMMUNICATE** regularly with CDRMs and **SERVE as conduits of RM information** from the CDRM to other section /office personnel (Active Duty, Civilians, Contractors).

### 8.1 AUTOMATED CROSSWALK

It is important to distinguish between a record’s **content** (SSIC) and its **disposition** (Record Schedule).

**SSIC = identification of record based on subject matter**

**vs.**

**Record Schedule = disposition date affiliated with record type**

**EXAMPLE #1:** *An appointment letter may be **created** in reference to training (SSIC 3300), however, it should be **filed** under Record Schedule 5000-1 (General Correspondence) because that is the “Record Schedule” which handles/disposes of appointment letters.*

**EXAMPLE #2:** The Marine Corps Order regarding Awards uses SSIC 1650 to identify content, however it is filed under Record Schedule 5000-8 (Directives Case Files).

**Functionality in CROSS gives users the capability to “CROSSWALK” from a SSIC to a DON Record Schedule.**

- Under the CMD/Section File Plan tab, “**Search by Keyword**” to generate a list of associated SSICs and Bucket or Record Schedules to the topic.

**EXAMPLE #1:** When typing in the keyword “Policy”, a list of all SSICs and DON Record Schedules for “policy” will display.

- Locate the SSIC on in the far right column and “CROSSWALK” to the corresponding DON Bucket or Record Schedule in the far left column.
- Record the record schedule number and annotate on the file plan under 1 of 13 “Buckets” (see Section File Plan on page 19).

Organizational Info | IG Self-Checklist | **CMD/Section File Plan**

**File Plan**

\*\*\*ARDB is no longer accepting Excel Spreadsheet file plans. Please use the file plan generator below to track which Record Schedules are being used\*\*\*

MFK MARINE CORPS AWARDS

Search for Bucket by Topic:

Bucket	Topic	SSIC
1000-1	Policy, Strategy, and Planning	1000-1
1000-29	RECRUITING PLANS AND POLICY RECORDS	1120.2
1000-29	RECRUITING POLICY RECORDS	1121.2
1000-34	RECRUITING PLANS AND POLICY RECORDS	1120.1
1000-34	RECRUITING POLICY RECORDS	1121.1
	Policy, Strategy and Planning:	2000-1
2000-1	COMMUNICATIONS SECURITY (COMSEC) RECORDS, POLICY AND DOCTRINE	2201.1
2000-1	POLICY, PLANS AND PROCEDURES	2281.1
	Policy and Policy Development (Operations and Readiness):	3000-5
	Policy and Policy Implementation (Cryptology and SIGINT):	3000-6
3000-6	CRYPTOLOGIC SUPPORT GROUP OPERATIONS (CONCEPT, POLICY)	3203
3000-6	<b>WARFARINE CORPS CRYPTOLOGIC POLICY AND OPERATIONS</b>	<b>3208.1</b>
3000-6	NAVRESSECGRU OPERATIONS AND POLICY	3209
3000-51	MARINE CORPS CRYPTOLOGIC POLICY AND OPERATIONS	3208.2
3000-52	NAVRESSECGRU OPERATIONS AND POLICY	3209.2
	Policy, Strategy, and Planning (Logistics):	4000-1
	Security Assistance Office Strategy, Planning and Policy:	4000-2
	Military Sealift Command Strategy, Planning, and Policy:	4000-3
	Transportation and Calibration Policy:	4000-14
	Policy, Planning, and Strategy:	5000-1
5000-1	ADMINISTRATION AND POLICY RECORDS	5771.1a
	General Counsel Policy and Planning Support:	5000-41
5000-55	ADMINISTRATION AND POLICY RECORDS	5771.1b
5000-55	ADMINISTRATION AND POLICY RECORDS	5771.1c
5000-66	ADMINISTRATION AND POLICY RECORDS	5771.2
	Policy, Planning, Strategy:	6000-1
	Subordinate Command Policy - Medicine and Dentistry:	6000-3
	Policy, Planning, and Strategy:	7000-1
	Reprogramming Policy and Procedures:	7000-33
	Policy, Planning, and Strategy:	8000-1
	Policy, Planning and Strategy:	9000-1
	Planning, Policy and Strategy - Nuclear Propulsion Program:	9000-2
	Policy, Strategy and Planning:	11000-1
	Policy, Strategy, and Planning:	12000-1
12000-1	PERSONNEL POLICY FORMULATION AND PERSONNEL ISSUANCES RECORDS	12272.1a
12000-1	PERSONNEL POLICY FORMULATION AND PERSONNEL ISSUANCES RECORDS	12272.2a

Users can also reference the old SSICs for the record schedule by selecting “SSIC” on the File Plan, whereas a comprehensive list of all SSICs that align to that record schedule will display.

**EXAMPLE #1:** A user selects the CMD/Section File Plan tab and toggles “Filter by Chapter”, then Chapter 1-Military Personnel. If “SSIC” for Record Schedule 1000-1 on the file plan is selected, a pop-up list of all SSICs for that Record Schedule will display.

Annotate the SSIC and check to ensure the correct record schedule is selected.

Schedule #	Title	Itemized by SubOrg
1000-1	Policy, Strategy, and Planning	SSIC
07	MARINE CORPS AIR STATION BEAUFORT	
03	HEADQUARTERS AND SUPPORT BATTALION	
1000-2	Official Military Personnel File (OMPF)	SSIC
03	HEADQUARTERS AND SUPPORT BATTALION	
1000-3	Military Personnel Information Systems Master Files:	SSIC
03	HEADQUARTERS AND SUPPORT BATTALION	
1000-4	Personnel Accounting (Permanent):	SSIC
1000-11	"Marine Corps Marathon" Races and Event Series Database, Race Winner Records:	SSIC
1000-18	Awards - Case Files:	SSIC
43	MARINE CORPS AIR STATION CHERRY POINT	
1000-34	General Correspondence (Military Personnel):	SSIC

## 8.2 SECTION FILE PLAN

File plans are completed by the Staff Section RM for each subsection listed, under the **CMD/Sec File Plan** tab.

**SELECT the organization name in the subsection list by "left clicking" (Ex. G-1, MCCA, etc.). This should navigate you to the file plan for your subsection**

**NOTE:** File plans default to showing only a condensed version of those Bucket Schedules that are applicable to their specific file plan when you select **"Hide Unchecked"** and the **"+View All"** is showing.

- SELECT **"Stored Format"** of the record (Electronic, paper or both)
- DESIGNATE **"Exclusions"** for non-electronic records and/or add **"Additional Comments"**
- ENTER a **LOCATION** to indicate a System of Record (SOR) used to store records (DTS, ARS, DFAS, etc.), equipment location (ex. File cabinet in room 201B)
- Select **"SAVE Changes to File Plan"** to ensure changes are reflected
- Select **"ok"** to record changes

The screenshot shows the 'CMD/Sec File Plan' interface. At the top, there is a list of subsections with columns for organization name, staff section records manager, approval status, other POCs, and region installation dates. A red arrow points from a yellow callout box to the organization name 'G-1' in the list. Below this, the 'File Plan' title is circled in red. A search bar for 'Bucket by Topic' is visible. A blue circle highlights the 'Save Changes to File Plan' button. A yellow callout box points to the 'Filter by Chapter' dropdown menu, which is currently set to 'Chapter 2'. A separate window shows a list of chapters from 1 to 13, with 'Chapter 14' selected. The main table displays a list of bucket schedules (2000-1 to 2000-8) with columns for Title, Itemized by, Stored Format, Records Location(s), and Exclusion/Additional Comments. Red arrows point from the callouts to the 'Stored Format' dropdown and the 'Exclusion/Additional Comments' field for schedule 2000-3.

**NOTE: File plans are used for the export of file folders within Phase II migration to MCTILM and must be completed prior to implementation of MCTILM**

## 9.0. OTHER FEATURES

### 9.1 EDIT USER

CROSS is an “OPEN” site for all registered users where users, Inspectors and HQMC ARDB are allowed visibility of all command/organization RM Programs.

1. Select the users name on the command/organization homepage to open “Edit User” details
2. “Click to Change Units” to view RM Programs of other commands/organizations
3. Type a partial, full name or unit ID number for the organization
4. Select the org from the drop-down list

The screenshot shows the 'Edit User' form with the following fields and options:

- Name:** Ashe CTR Dela L.
- Email:** dela.lashe.ctr@usmc.mil
- Role:** Primary Unit CDRM
- Phone Number:** 703-628-7588
- Region:** Northeast Region
- Installation:** Pentagon (Other NCR), Washington, D.C.

Below the form, there is a section for selecting units. A yellow callout box with a red arrow points to the search bar, containing the text: “Click” within the page to display the org hierarchy.

Below the search bar, there is a list of units. A yellow callout box with a red arrow points to the 'Save' button, containing the text: “Click” save for redirection to the organization home page.

- As CDRMs/Staff Section RMs change duty stations, they can edit their “Region”, “Installation”, and “Phone Number” to reflect their new command/organization
- If you are no longer the CDRM or Staff Section RM for the organization or if your “Role” has changed, to update your status, contact HQMC ARDB/Hartwood Consulting Group Contract Support at [smb\\_hqmc\\_rmoutreach@usmc.mil](mailto:smb_hqmc_rmoutreach@usmc.mil), or through the CROSS application’s “Contacts” web part by selecting Tech help Desk Support.
- CDRMs can “EDIT” personnel that fall directly under their hierarchy by selecting the name on the command homepage
- For changes to **NAME** and **EMAIL**, contact MCEITS HelpDesk at [eishelpdesk@usmc.mil](mailto:eishelpdesk@usmc.mil)

## 9.2 CONTACT FEATURE FOR COMMUNICATION

Communication, both internal and external, is key to the successful establishment and maintenance of any RM Program. The contact feature in CROSS allows CDRMs and Subordinate RM Personnel the ability to communicate within their organization to selected Records Managers. Emails can be sent to one or multiple personnel and directly to HQMC ARDB Tech and Help Desk Support.

1. Determine the personnel you would like to e-mail by checking the box beside their name
2. Select the box for **“Selected RMs”**
3. Type the content of your message in the box
4. Select send e-mail

+ MCIPAC_MCASF (MARINE CORPS AIR STATION FUTENMA)	<input checked="" type="checkbox"/>	Alternate Unit CDRM: Matthews CIV Chikako
+ MCASI (MARINE CORPS AIR STATION IWAKUNI)	<input checked="" type="checkbox"/>	Primary Unit CDRM: Kelly 2ndLt Sean P
+ MCBH (MCB HAWAII COMMAND DECK)	<input checked="" type="checkbox"/>	Alternate Unit CDRM: Sprung Civ Alfred
+ MCIPAC_MCCS (MARINE CORPS COMMUNITY SERVICES)		
+ MCIPAC_G-3 (OPERATIONS AND TRAINING)		
+ MCIPAC_PACO (PACIFIC AREA COUNSEL OFFICE)		
+ MCIPAC_COMMSTRAT (MCIPAC COMMUNICATION STRATEGY AND OPERATIONS)		
+ MCIPAC_RCO (REGIONAL CONTRACTING OFFICE)	<input checked="" type="checkbox"/>	Staff Section Records Manager: Pasindo-Rubio 1stLt Zully
+ MCIPAC_RELMIN (RELIGIOUS MINISTRIES DEPARTMENT)		
+ MCIPAC_SAFETY (SAFETY)	<input checked="" type="checkbox"/>	Staff Section Records Manager: Omi CIV Sara
+ MCIPAC_SAPR (SEXUAL ASSAULT PREVENTION & RESPONSE)		
+ MCIPAC_SJA (STAFF JUDGE ADVOCATE)		
+ MCIPAC_H&HSMCASF (HEADQUARTERS & HEADQUARTERS SQUADRON MCAS FUTENMA)	<input checked="" type="checkbox"/>	Primary Unit CDRM: Southworth 1stLt Steven M

Contacts

You can send an email directly by providing an email body below, and checking the requested recipients:

**Tech and Help Desk Support**  Selected RMs

CDRM meeting is scheduled for 7 November at 1300 in Conference Room 262. Reply back confirming your plan to attend.

Thank you!

## 9.3 Search CROSS Articles and Documents

As this site continues to develop, content will be added to allow users to access RM information more readily through a search feature. The **“Search Cross Articles and Documents”** tab enables users to view documents through a drop-down menu. It will show available categories rather than relying on the user to type in specific keywords.

- Select from the list of content

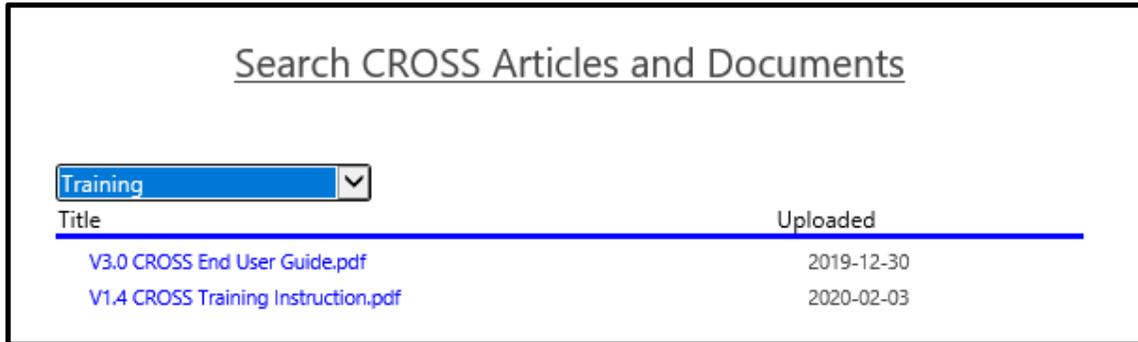
Search CROSS Articles and Documents

Select

- Bucket Schedule Crosswalk
- Crosswalk
- Essential Records
- FAQ
- File Plans
- Policy
- Record Schedules
- CROSS Registration
- SOP Drafts
- SF-135
- CAPSTONE
- Training
- End User
- Audit

Uploaded

- Select search topic from the drop-down menu and allow documents to populate

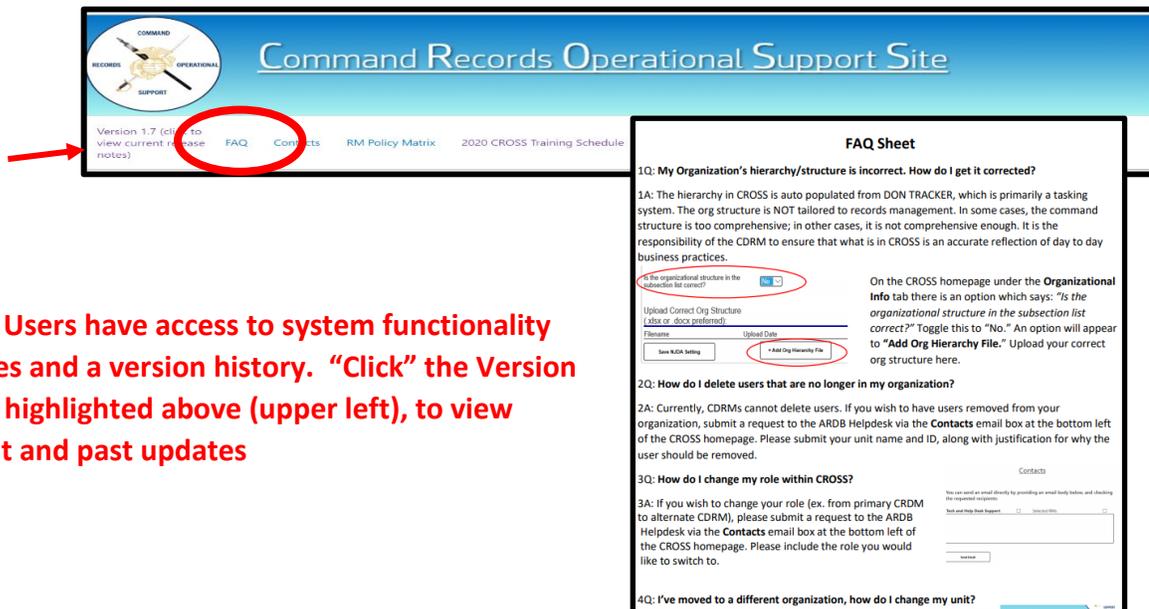


Some of the following resources have been added for Search Related Articles, Documents and Templates:

- Record Schedules
- CROSS Training Instruction
- CROSS End User Guide
- SECNAV Manual
- MCO 5210.11F
- SOP Template
- Audit Template

## 9.4 FREQUENTLY ASKED QUESTIONS

The ribbon at the top of the command/section homepage provides users access to support features.



**Note:** Users have access to system functionality updates and a version history. “Click” the Version notes, highlighted above (upper left), to view current and past updates

## 9.5 RM POLICY MATRIX

Gives users access to a list of current records management policies.

Records Management Policy Matrix Last updated 10/3/2019	
<a href="#">MARADMIN 192/19</a>	Guidance Regarding Out-Processing, Account Management, and Records Requirements for MCEN Users
<a href="#">MARADMIN 485/18</a>	Announcement of SECNAV Notice 5210 for the Implementation of New DON Bucket Records Schedules
<a href="#">MARADMIN 530/15</a>	Department of Navy Tasks, Records, and Consolidated Knowledge Enterprise Repository (DONTRACKER)
<a href="#">MARADMIN 466/15</a>	Marine Corps Command Designated Records Manager Program
<a href="#">MARADMIN 593/12</a>	Mandatory Annual Records Management Training
<a href="#">MARADMIN 491/06</a>	Electronic Records Series and Information System Inventory
<a href="#">44 USC Chapter 21</a>	National Archives and Records Administration
<a href="#">44 USC Chapter 29</a>	Records Management by the Archivist of the United States and by the Administrator of General Services
<a href="#">44 USC Chapter 31</a>	Records Management by Federal Agencies
<a href="#">44 USC Chapter 33</a>	Disposal of Records
<a href="#">OMB M-12-18</a>	Managing Government Records Directive
<a href="#">OMB M-14-16</a>	Guidance on Managing Email
<a href="#">DoDI 5015.02 CH 1</a>	DoD Records Management Program
<a href="#">DoD 5015.02-STD</a>	Electronic Records Management Software Applications Design Criteria Standard
<a href="#">SECNAVINST 5210.8E</a>	Department of the Navy Records Management Program
<a href="#">SECNAV M-5210.1 CH 1</a>	Department of the Navy Records Management Program Records Management Manual
<a href="#">SECNAV M-5210.2</a>	Department of the Navy Standard Subject Identification Code (SSIC) Manual
<a href="#">SECNAV Notice 5210 dtd 29 May 2018</a>	SECNAV Manual 5210.1, Part III
<a href="#">DON Bucket Disposition Schedules</a>	
<a href="#">MCO 5210.11E</a>	Marine Corps Records Management Program
<a href="#">USMC Records Management Knowledge Site</a>	
<a href="#">NARA</a>	National Archives and Records Administration
<a href="#">NARA Bulletins</a>	National Archives and Records Administration Bulletins
<a href="#">NARA Bulletin 2017-01</a>	Agency Records Management Training Requirements

## 9.6 RM PROGRAM SUPPORT CONTACT LIST

### Outreach & Helpdesk Support:

Mr. Andrew J. Van Corbach  
540-210-0128 ext. 580  
Email: [andrew.vancorbach@hartwoodcg.com](mailto:andrew.vancorbach@hartwoodcg.com)  
[andrew.j.vancorbach.ctr@usmc.mil](mailto:andrew.j.vancorbach.ctr@usmc.mil)

Ms. Leira OrtizVelez  
540-210-0119 ext. 696  
Email: [leira.ortizvelez@hartwoodcg.com](mailto:leira.ortizvelez@hartwoodcg.com)

### Training & Support

Ms. Talia Bastien  
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Email: [talia.bastien@hartwoodcg.com](mailto:talia.bastien@hartwoodcg.com)  
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Mrs. Dela Ashe  
540-210-0087 ext. 588  
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[dela.ashe.ctr@usmc.mil](mailto:dela.ashe.ctr@usmc.mil)

### ARDB Section Head

Mr. David Spenner  
703-693-1970  
Fax: 703-614-6539  
Email: [david.spenner@usmc.mil](mailto:david.spenner@usmc.mil)

## 9.7 CROSS TRAINING SCHEDULE

CROSS TRAINING SCHEDULE 3 <sup>RD</sup> / 4 <sup>TH</sup> QTR 2020		
This training will support the USMC Phase I migration to electronic records management. Participants will learn the functionality of the Command Records Operational Support Site (CROSS) in support of policy requirements to create/maintain a records management program and to categorize organization records.		
Date	Time	Location
10-Sept	1300 – 1500	Adobe Connect
22-Sept	0900 – 1100	Adobe Connect
24-Sept	1300 – 1500	Adobe Connect
6-Oct	0900 – 1100	Adobe Connect
8-Oct	1300 – 1500	Adobe Connect
20-Oct	0900 – 1100	Adobe Connect
22-Oct	1300 – 1500	Adobe Connect
3-Nov	0900 – 1100	Adobe Connect
5-Nov	1300 – 1500	Adobe Connect
17-Nov	0900 – 1100	Adobe Connect
19-Nov	1300 – 1500	Adobe Connect
1-Dec	0900 – 1100	Adobe Connect
3-Dec	1300 – 1500	Adobe Connect
15-Dec	0900 – 1100	Adobe Connect
17-Dec	1300 – 1500	Adobe Connect
<ul style="list-style-type: none"> <li>All trainings will occur virtually via webinar on a Tuesday or Thursday.</li> <li>Requests for a training date should be sent to: <a href="mailto:dela.ashe.ctr@usmc.mil">dela.ashe.ctr@usmc.mil</a> or <a href="mailto:leira.ortizvelez.ctr@usmc.mil">leira.ortizvelez.ctr@usmc.mil</a></li> <li>Participants will receive a confirmation email with access instructions 2-3 days prior to the training date.</li> </ul>		
Registration to CROSS prior to training is encouraged. For registration instructions, reference the "CROSS End User Registration Guide" and the "MCEITS Account Request Guide" found		